

Welcome to the Jr Leader Program! Jr Leaders will have the opportunity to get hands-on career experiences while learning responsibility, professionalism and leadership. The following information is to ensure that Jr Leaders have a rewarding experience. Please feel free to discuss any concerns or questions you may have with the camp staff or Recreation Program Coordinator.

## MANDATORY TRAINING WEEK- JUNE 17-21, 2019

### NEED TO KNOW:

- ★ A weekly "NEED TO KNOW" information sheet will be available the Friday prior to each camp week at the camp location, posted on SanteeRec.com, as well as Monday at drop-off time. It explains daily items needed, field trip information, scheduled swim days and special activity information. Off-site activities **will not occur on Mondays (or the first day of camp)**.
- ★ All Jr Leaders must attend and successfully complete a mandatory training week prior to being invited into the program. During mandatory training week Jr Leaders will receive training on camp operations, expectations, job skills, professional development and leadership training.
- ★ After successful completion of the mandatory training week, Jr Leaders may be invited to register for additional weeks of camp to expand their new skills and receive additional training. Jr Leaders assist camp staff with program facilitation and promotion of daily activities. Jr Leaders must follow the guidelines set forth in the Jr Leader Training Manual, provided during training week.
- ★ In an effort to connect Jr Leaders with their peers and their community, teambuilding and one service project opportunity will be held throughout the summer. Information regarding these activities will be provided during the training week.

### MEDICATION & SPECIAL NEEDS:

- ★ If a Jr Leader requires medication during camp hours, parents/guardians are required to complete a **Release and Waiver of Liability for Administering Medications**. Please contact Community Services at (619) 258-4100 ext. 222 if you need this form or have further questions.
- ★ The City of Santee is proud to be affiliated with KIT- Kids Included Together, Inc. Please contact the Recreation Program Coordinator at (619) 258-4100 ext.210 three (3) weeks prior to camp enrollment date if your Jr Leader requires accommodations due to a disability, medical condition, social/emotional or behavioral issue.

### WHAT TO BRING/HOW TO BE APPROPRIATELY PREPARED:

- ★ City of Santee is not responsible for lost/stolen/damaged items or money that Jr Leaders bring to camp. Please do not allow Jr Leader to bring unnecessary items to camp (e.g. kindle, iPad, jewelry). Label each item and bring everything in one bag, which the Jr Leader will be responsible for taking from location to location. Backpacks are recommended; purses are discouraged.
- ★ **ALL CAMPERS MUST BRING A LUNCH, SNACK AND WATER BOTTLE EACH DAY.** Drinking fountains are available for refills.
- ★ On some camp days, a special lunch will be provided. Details regarding the day and menu will be provided on the weekly "NEED TO KNOW."
- ★ Healthy food and drinks will be encouraged at camp (e.g. lower sugar, non-caffeinated, "smart choice" items). Energy drinks (e.g. Monster, Red Bull, etc.) will not be allowed during camp. Please do not send these items; campers will not be allowed to purchase or consume these types of drinks at any time.
- ★ Special camp treats (e.g. soda occasionally provided with lunch, dessert/treat items) will be limited and portion-controlled.
- ★ Jr Leader's will occasionally be allowed the privilege to bring money and purchase lunch/treats on specific field trips; this privilege can be revoked and is not required.
- ★ Items from the vending machine may be purchased during Lunch/breaks & Teen Center hours (2-6pm).

### ATTIRE:

- ★ The majority of each day will be spent outside (weather permitting). **Apply sunscreen daily prior to camp;** re-application of sunscreen will be encouraged by camp staff, but is the responsibility of the Jr Leader.
- ★ Jr Leaders are expected to follow a dress code. A red camp shirt will be given to each Jr Leader after the successful completion of the training week. This shirt must be worn/ is mandatory on field trip days. Jr Leaders are encouraged to wear a red shirt every day. If a Jr Leader does not wear a red camp shirt on the morning of the field trip, one will be loaned to them for the day. Jr Leader ID card and lanyards are mandatory and must be worn every day. Bathing suits are expected to be worn to camp on swim days and water field trip days. Participation is expected for all water and dress-up days.
- ★ Jr Leaders must wear appropriate clothing (i.e. casual "get-dirty" clothes and closed-toed shoes are mandatory). Santee School District & GUHSD Dress and Grooming policy is used as a guideline for camp attire. Clothing must be free of writing and insignias that are crude, vulgar, profane or sexually suggestive; promote drug, alcohol, tobacco or gangs; advocate death, violence/blood, racial, ethnic or religious prejudice. Clothes must be sufficient to conceal undergarments (i.e. bra straps, boxer shorts) at all times. Additional details will be discussed during training week.
- ★ Open-toed shoes, sandals and flip flops are not permitted on regular camp days. Flip flops or water shoes may be worn on water activity days, but Jr. Leaders must also bring a pair of closed-toed shoes.

### CELL PHONE & ELECTRONIC DEVICES:

- ★ For safety and security issues, electronic devices (e.g. Kindle, MP3 players/iPods) will not be permitted at camp.
- ★ Jr Leaders' cell phones must remain in their bags during camp operations. Cell phone use will be limited to phone calls and text (no games or web access) and is only allowed at specific times and locations throughout the day. Field trip day use will be allowed at a specified time upon return from the trip. **Use of cell phones outside of the specified time is prohibited unless pre-approved by supervisory staff.** Camp is not responsible for lost/stolen/damaged items. If an unauthorized electronic device is brought to camp or cell phone is misused, the camp staff will keep the device and it will be returned to the parent/guardian upon checkout.

#### **DROPOFF/PICKUP PROCEDURES:**

- ★ Parent/guardian or other designated persons are required to sign in/out each Jr Leader daily. Picture ID may be required. Prior written permission is required for Jr Leaders to sign themselves and siblings in/out of camp.
- ★ If Jr Leader is going to be absent or late (after 8:00 am) please call the day camp cell phone to notify lead staff (619)572-6911. The parent/guardian must confirm all absences.
- ★ Training week program hours are 8:00 am - 3:30 pm. First day meets at City Hall Building 8. Tuesday - Friday meeting locations vary in the Santee area. A detailed schedule will be provided on the first day. **If extended hours are needed 7:00-8:00am & 3:30-6:00pm arrangements can be made, please call (619)258-4100 x210 by Friday, 6/14/19.**
- ★ After mandatory training week, most days and ALL Mondays, sign in is at the Santee Teen Center at Big Rock Park (8115 Arlette)
- ★ Sign-in/out locations and any possible unique pickup and drop-off times throughout the week are specified on the weekly "NEED TO KNOW."
- ★ After mandatory training week, Jr Leaders may be signed in at 7:00 am and must be picked up by 6:00 pm. Core Jr Leader program hours are 8:00 am until 3:30 pm. Schedule adjustments must be pre-arranged with lead staff, otherwise Jr leaders are required to stay the entirety of the day. If Jr Leader chooses to stay with camp after 3:30 they have the privilege to do so but must act in the capacity of a Jr Leader, especially, but not limited to at the Teen Center. Jr Leaders who are signed out of Jr Leaders prior to 6:00 pm may not stay on camp premises. Additional information will be provided during training week.
- ★ Late pickups after 6:00 pm will be charged \$1.00 per minute, time determined by the supervising staff.

#### **FIELD TRIPS:**

- ★ Field trips are part of the weekly scheduled activities. Bus transportation is provided.
- ★ Staff will carry the day camp cell phone (619)572-6911 during field trips to provide communication. Phone number is also listed on the weekly "NEED TO KNOW."
- ★ **SPECIAL NOTE:** Occasionally throughout the summer, field trip day hours may differ from the normal camp hours. This information will be provided on the weekly "NEED TO KNOW." Please read the field trip times of departure/return carefully. **Jr Leaders must arrive on time on field trips days; the bus leaves promptly.**

#### **ILLNESS/INJURY PROCEDURES:**

- ★ Emergency medical services will be called in the event of serious or life-threatening situations. Parent/Guardians and emergency contacts listed will be called until someone is contacted.
- ★ If a Jr Leader receives a minor injury, first aid will be provided and Jr. Leader will be informed to tell their parent. Parent/Guardian will be contacted prior to pick up if a head injury occurs (even if minor) or if necessary.
- ★ Illness policy: Jr Leaders experiencing fever, vomiting, diarrhea or other contagious illnesses must be symptom-free for 24 hours prior to returning to camp. Jr Leaders exhibiting these symptoms at camp must be picked up by parent/guardian within one hour after notification and may not return to camp until symptom free without the aid of medication for 24 hours.

#### **BEHAVIOR:**

- ★ Jr Leaders are held to a higher behavior expectation than typical campers and teen participants. They must show maturity, responsibility and accountability for their actions at all times.
- ★ Consequences are determined by the severity of inappropriate behavior and can include a verbal warning up to and including removal from the Jr Leader program.
- ★ An action/behavior that endangers campers and/or staff will result in immediate removal from camp and contact with parent/guardian and appropriate authority, if necessary.

**RULES:** The following are general rules that identify expectations and standards of behavior that Jr Leaders need to follow to ensure a safe and positive experience for all:

- I will treat myself with respect.
- I will treat the City of Santee Staff with respect.
- I will treat other participants, campers and other Jr. Leaders, with respect.
- I will keep my hands, feet and other objects to myself.
- I will treat others and their possessions with respect.
- I will be honest and trustworthy during my participation in the activities.
- I know that I will be accountable for my actions and the consequences thereafter.

**CONSEQUENCES:** If standards of behavior are not met, a course of action will be enforced through a series of consequences. The following set of consequences is used to correct inappropriate behavior displayed at camp. Consequences are determined by severity of inappropriate behavior. Any action/behavior that endangers campers and/or staff will result in immediate removal from camp and contact with parent/guardian and appropriate authority, if necessary.

- Verbal warning.
- Removal of privilege from participating in the activity.
- Removal of privilege and behavior report will be complete and given to parent.
- Phone call to the parent will be made.
- Behavior Contract will be issued and signed by camper and parent.
- Removal from Camp (temporary to permanent suspension pending behavior).

#### **TRANSFER/CANCELLATION/CREDIT POLICY:**

- ★ All requests must be in writing and submitted a minimum of seven days prior to the start of the originally registered camp (if applicable). A fee may apply.
- ★ Transfer/cancellation/credit requests, including those resulting from contagious illness and/or major injury, will be evaluated on a case-by-case basis.

**EVALUATIONS:** Jr. Leaders will be evaluated on a daily and weekly basis, beginning with the training week. Communication with participant and parents will occur if the Jr Leader is not meeting Jr Leader expectation. Removal from the Jr Leader program is at the discretion of the Recreation Supervisor.